



USAID | ZAMBIA
FROM THE AMERICAN PEOPLE

GENDER ADVISOR

Job Announcement Number: AID-008-14

OPEN TO: All Interested Candidates

POSITION: Gender Advisor FSN-11

OPENING DATE: May 20, 2014

CLOSING DATE: June 18, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: ZMK 253,474.59 p.a. (Starting salary). Position Grade: FSN-11

BASIC FUNCTION:

USAID/Zambia has an immediate opening for a Gender Advisor. The incumbent will provide technical assistance and program oversight of gender activities implemented by USAID/Zambia. S/he provides technical leadership to ensure integration of gender and HIV/AIDS. S/he will administer the HIV/AIDS Multisectoral team's gender program of the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent collaborates with other U.S. government agencies (e.g., Centers for Disease Control and Prevention, State Department, Peace Corps, and Department of Defense), the Zambian government (e.g., Ministry of Gender and Child Development; Ministry of Health; Ministry of Community Development, Mother and Child Health; and Ministry of Chiefs and Traditional Affairs), cooperating partners, and other key stakeholders on the development and implementation of gender policies and programs. S/he will represent the agency on gender issues at technical, policy and strategic planning meetings, including meetings with collaborators and donors.

This position is housed in the HIV/AIDS Multisectoral team. USAID/Zambia has integrated HIV/AIDS activities throughout the mission. Within this context, the HIV/AIDS Multisectoral office serves as a connector of HIV/AIDS issues with other sectors, including health, education, agriculture, and economic growth. Specifically, the HIV/AIDS Multisectoral office is responsible for: 1) monitoring, evaluating, and reporting on HIV/AIDS activities for the mission; 2) providing technical assistance in HIV/AIDS for all offices within USAID/Zambia; 3) managing cross-cutting programs, such as gender-based violence and private sector partnerships. The HIV/AIDS Multisectoral office manages approximately \$55-60 million per year.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Support:

Provide thematic policy advice, technical and programmatic guidance to the HIV/AIDS/Mission teams to ensure program responsiveness to USAID, USG, and host government gender policies and strategies. Contribute to strategic discussions on program design, monitoring and evaluation to support implementation and capture best practices and lessons learned in gender responsiveness in programming. Coordinate with other donors, local organizations and the Government of the Republic of Zambia (GRZ) structures to ensure streamlined implementation of gender programs, elimination of duplicative efforts and to support donor harmonization efforts in gender. Provide technical assistance to the HIV/AIDS Multisectoral team and other mission teams on gender issues to ensure greater gender integration. Participate in the review of HIV/AIDS, and women's justice promotion messages to ensure that they are appropriate, effective and technically sound and take part in and provide technical support to the USG interagency committee on gender and gender technical working group (Partners for Gender Advocacy Group), maintaining linkages with other USAID and USG gender focal points to ensure a coordinated USG response on gender as well as monitor the development and implementation of national policies and actions related to gender-based violence, and women/girls and HIV/AIDS.

Program Design and Management:

Serve as the Contracting Officer Representative/Agreement Officer Representative for HIV/AIDS-related gender programs as assigned. Design gender activities, prepare solicitation documents, perform GLAAS actions, serve on the technical evaluation committee(s), participate in pre-award surveys, and perform other procurement-related tasks. Review work-plans, budgets, monitoring and evaluation plans of activities. Manage financial aspects, including reviewing financial reports; preparing accruals and performing incremental funding actions, of assigned activities.

Reporting, Monitoring, and Evaluation:

Actively participates in the preparation of annual reports, congressional budget justifications, portfolio reviews, and dissemination of results to USAID/Washington, State Department, other US Missions, host government and other Zambian stakeholders. Prepare or support gender sections in the HIV/AIDS Country Operational Plan (COP), annual performance report (APR), and other reports, and key program documents and participate in the monitoring and evaluation of gender-specific activities or mission activities with a gender lens.

Participate in HIV/AIDS Multisectoral Team, Mission, PEPFAR, and GRZ Activities on Gender:

Implement and uphold the HIV/AIDS Multisectoral team charter, mission values, and embassy-wide initiatives in general and gender in particular. Assist in the development, review and/or management of PEPFAR gender-related projects and as needed, supports and represents USAID or USG in USAID, USG, and GRZ gender events and activities.

Other Responsibilities

Uphold team charter and values and actively participate in team activities, such as team meetings, retreats, informational/outreach meetings and perform other duties as determined by the HIV/AIDS Multisectoral Team Leader and supervisor.

QUALIFICATIONS REQUIRED:

Education:

- Master's degree in gender studies, public health, development, or related fields.

Experience:

- At least five years of relevant professional experience in planning, implementing, managing and evaluating gender programs. Experience must demonstrate increasing levels of job responsibilities.
- At least two years of HIV/AIDS experience.
- Demonstrated experience working with senior-level officials from host country governments on gender issues.

Skills and Abilities:

- Communication skills: Excellent written and oral communication skills, including interpersonal skills for working constructively in a team structure and with diverse stakeholders.
- Language skills: Fluent English speaking, reading and writing are required. Level IV English is required for both oral and written English. Language proficiency may be tested.
- Financial management skills: Ability to develop and analyze budgets, expenditures, pipelines, and other financial management aspects.
- Computer skills: Ability to use software programs, such as Microsoft Word, Excel, PowerPoint, and other computer applications.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position has been classified at a FSN-11 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading ***must*** read exactly:

Application: Gender Advisor, AID-008-14

Only short listed candidates will be contacted.